Welcome

Managing Your IMLS Grant: Information Session

- To access audio for this webinar: Use a touchtone phone to dial 1-866-299-7945. Wait for the prompt to enter a code, and then enter 9910420#. You may also play the audio on your computer.
- To access webinar recording: This webinar is being recorded and will be available on the IMLS.gov website in a few weeks.
- To save the slides: Go to File, then Save, and select Whiteboard.
 Be sure to save the slides as a .pdf!
- To turn on closed captioning: Go to the top menu and select Window, then Show Closed Captioning.

All participants will be muted during the presentation. If you encounter any technical issues, please type your question in the chat box and someone will assist you.



Fall, 2014

Managing Your FY2014 IMLS Grant Information Session



Overview



(1) Your responsibilities and obligations as a grantee



(2) Where to find information



(3) Suggestions



(4) Q&A

Your Responsibilities and Obligations as a Grantee



- 1. Conduct your project activities.
- 2. Adhere to the award terms and conditions.
 - a. Request approval for changes in project end date, project scope, methodology, key personnel, and/or budget allocation.
 - b. Follow government-wide requirements for implementing federal grants.
 - c. Acknowledge IMLS support of your project in materials publicizing or resulting from your grant activities.



Grantee Communications Kit at http://www.imls.gov/GCK

Your Responsibilities and Obligations as a Grantee



- 3. Submit financial and performance reports using IMLS designated templates.
- 4. Inform IMLS of any significant issues that arise by contacting your program officer.
- Maintain documentation of all activities and expenditures that affect your award. Follow your institution's accepted business practices.

Where to Find Information



- 1. Official Award Notification
- 2. Reporting Schedule
- 3. Project Budget
- 4. IMLS website: www.imls.gov
- 5. OMB Circulars: 2 CFR Part 230, Part 225, and Part 220

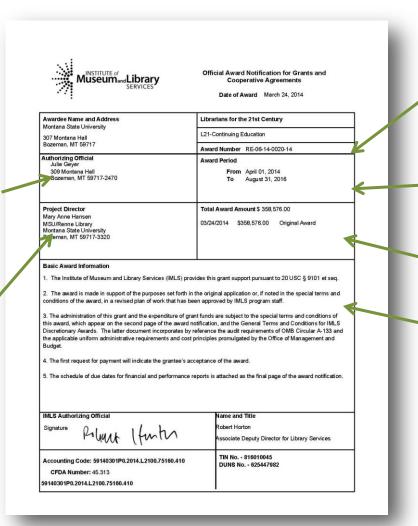
Where to Find Information: Official Award Notification



Authorizing Official: person who signs

your reports and change requests

Project Director: person who directs and oversees your grant activities



Award Number:

Award Period: from/to dates

Total Award Amount: funds provided by IMLS

Basic Award Information: the legal basis for the award

Where to Find Information: Official Award Notification



Cost share obligation: dollar amount of your share of project expenses

Date of approved budget: with application or amended subsequently

AWARDEE: Montana State University AWARD NUMBER: RE-06-14-0020-14 GRANT FUNDS: \$358,576 COST SHARE: \$104,220 IMLS CONTACTS Questions related to changes in project activities, personnel, and budgets or the extension of the grant period should be addressed to: Tim Carrigan, Senior Program Officer, tcarrigan@imls.gov or 202-653-4639 or Mary Sellers, Program Specialist, 202-653-4689 or msellers@imls.gov Questions related to the processing of payments, notices of overdue reports, interest earned on grant funds, and audit requirements should be addressed to Grants Administration at 202-653-4737 or grantsadmin@imls.gov SPECIAL TERMS AND CONDITIONS OF THE AWARD The budget submitted with the application is approved. Changes in this budget will be subject to the limitations set forth in Article 8 of the General Terms and Conditions for IMLS Discretionary Awards The indirect costs rate(s) or the administrative fee used in the approved budget to calculate overhead costs may be applied against direct project costs to determine total The grantee is required to cost share project expenses at no less that the level indicated in the approved budget.

Program Officer: name, phone, e-mail

Finance contact: phone, e-mail

Where to Find Information: Reporting Schedule





Institute of Museum and Library Services Reporting Schedule

2014 Librarians for the 21st Century

Award Number

RE-06-14-0020-14

Institution Name

Montana State University

Project Director

Ms. Mary Anne Hansen

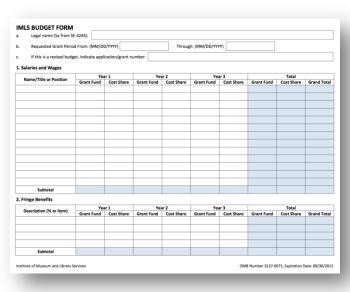
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Date Due	11/29/2016	Report Type	Final Financial
Date Due	11/29/2016	Report Type	Final Narrative

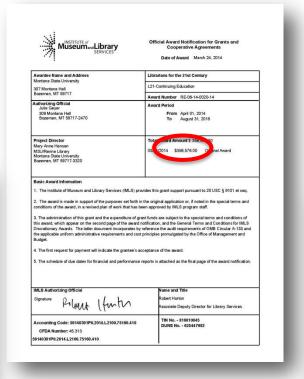


	INTERIM PERFORMANCE	INTERIM FINANCIAL	FINAL PERFORMANCE	FINAL FINANCIAL	TOTAL
1-yr project	0	0	1	1	2
2-yr project	1	1	1	1	4
3-yr project	2	2	1	1	6

Where to Find Information: Project Budget







	lated to changes in project activities, personnel, and budgets or the extension period should be addressed to:
	n, Senior Program Officer, tearrigan@imls.gov or 202-653-4639 or s, Program Specialist, 202-653-4689 or msellers@imls.gov.
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AWARDEE: Montana State University

RER: RE-06-14-0020-14

Reporting - White Paper

Sparks! Ignition Grants and National Forum Grants recipients are also required to issue a white paper at the conclusion of their project.

Project Summary

need or challenge, activities developed to meet that need

Process

- How did you accomplish your work and what types of resources (financial, management, human) were needed?
- Describe any organizational or policy changes necessary to accomplish your work?
- Describe any mid-course corrections?

Project Results

- What did you learn?
- What were the results?
- Next steps?
- Recommendations for the field?

Resources

 Links and references to more detailed results, data, tools, or other resources that were created as part of the grant-funded project

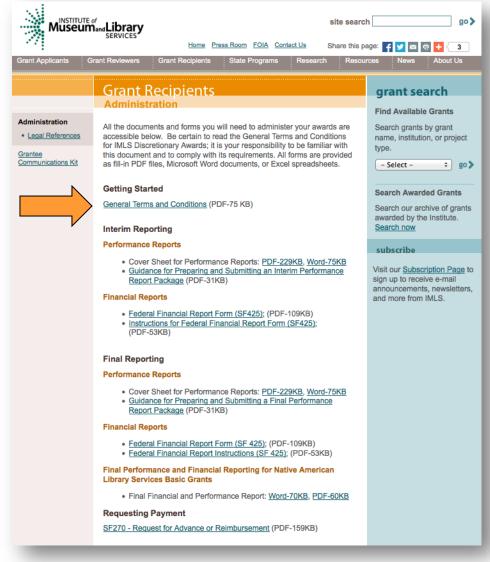












General Terms and Conditions





General Terms and Conditions for

- IMLS Discretionary Awards
- IMLS Native American Library Services Basic Awards
- IMLS Native American Library Services Basic Awards with Education/Assessment Option

Organizations that receive IMLS grants or cooperative agreements are subject to these General Terms and Conditions for IMLS Discretionary Awards (General Terms and Conditions). The General Terms and Conditions are based on the administrative requirements of 2 CFR Part 215, (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations); 45 CFR Part 1180 (IMLS grants regulations); 45 CFR Part 1183 (IMLS administrative requirements for grants and cooperative agreements to State, local, and Indian tribal governments); and 2 CFR Chapter XXXI (IMLS debarment and suspension, and drug-free workplace) Organizations that receive grants that are subject to these General Terms and Conditions must be familiar with these regulations and comply with the relevant requirements and with other laws that may be applicable.

April 2014



General Ter	ms and
Conditions	Cover Page.pdf

Contents

Glossary of Terms

- 1. What do these General Terms and Conditions apply to?
- 2. What are my responsibilities when accepting a grant?
- 3. What are these Terms and Conditions based on?
- 4. Do I have to be registered in the System for Award Management (SAM)?
- 5. Do I have to comply with the Federal Funding Accountability and Transparency Act (FFATA)?
- 6. What determines allowable costs for IMLS-funded work?
- 7. Are extensions of the grant period allowed?
- 8. Are changes in project scope allowed?
- Are changes in key project personnel allowed?
- 10. How do I make changes to the project budget?
- 11. What are the cost-sharing requirements?
- 12. What is the process for receiving payment from IMLS?
- 13. What are the reporting requirements?
- 14. What are the requirements for my organization's financial management system?
- 15. Do I need to get an audit of my organization's finances?

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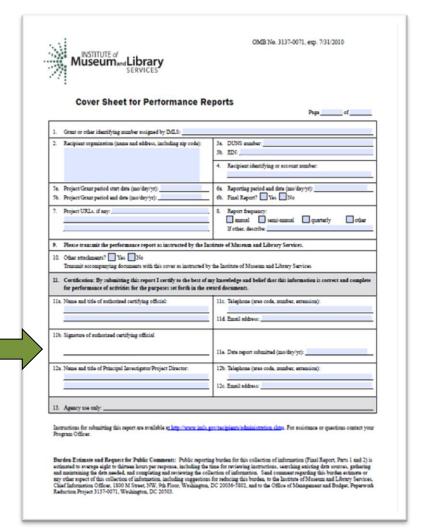
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15. Do I need to get an audit of my organization's finances?9
16. What are the rules for retaining records after a grant is finished?9
17. What rules govern our procurement procedures?
18. What are the rules for equipment and supplies?
19. What are the rules for travel costs?
22. Are there additional rules for foreign travel?
23. Are there specific requirements for your sharing of results and work products, and what may IMLS share?
24. What are the requirements for data collection and data sharing? 12







Cover Sheet for Performance Reports



Authorized Official signs here

E-mail performance reports to imlsreporting@imls.gov.



Federal Financial Report Forms

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SF270: Request for Advance or Reimbursement

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E-mail SF270s to grantsadmin@imls.gov.

Where to Find Information: 2 CFR Parts 230, 225, and 220



What expenses are allowable and unallowable?

If your organization is ...

A non-profit organization

Then use these cost principles...

2 CFR 230 (OMB Circular A-122)

http://www.whitehouse.gov/omb/circulars_a122_2004/

A state, local, or Indian Tribal Government

2 CFR 225 (OMB Circular A-87)

http://www.whitehouse.gov/omb/circulars_a087_2004/

A college or university

2 CFR 220 (OMB Circular A-21)

http://www.whitehouse.gov/omb/circulars_a021_2004/

Where to Find Information Recap



- 1. Official Award Notification
- 2. Reporting Schedule
- 3. Project Budget
- 4. IMLS website: www.imls.gov
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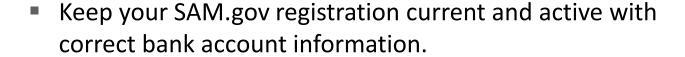
- Read the contents of your Official Award Notification package.
- Know your award number (LG-XX-14-XXXX-14, RE-XX-XXXX-14, NG-XX-XXXX-14, or SP-02-14-XXXX-14).
- Know your report due dates.
- ☐ Know which budget has been approved by IMLS.
- ☐ Know your cost share requirement.
 - Know it, meet it, report it.



- Download and read the General Terms and Conditions document on the IMLS website.
- □ Have your program officers' contact information available so you can contact us easily.
- ☐ Jot down the e-mails that you need for submitting materials to IMLS:
 - For performance and financial reports: imlsreporting@imls.gov
 - For SF270 requests for money: grantsadmin@imls.gov



Make it easy for us to transfer funds to you.





- Make sure your performance and financial reports are turned in on time and are not delinquent.
- Make sure the signer of the SF270 request for funds is an authorized official designated by your organization and in our system.
- E-mail the correctly completed SF270 in PDF format to grantsadmin@imls.gov, and include the award number in the subject line.



- ☐ Make it easy for us to receive, review, and credit you for submitting your reports.
 - Use the required forms.
 - Submit your reports on time.
 - Be succinct.
 - Send them electronically to imlsreporting@imls.gov and include your award number in the subject line of your e-mail.





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202.653.4665



Thank you!



Questions?

